



Governor's Office of Storm Recovery

ANDREW M. CUOMO
Governor

LISA BOVA-HIATT
Executive Director

Governor's Office of Storm Recovery (GOSR)

Job Title: Business Analyst

Department: Organizational Systems and Performance

Location: NYC

Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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Position Summary

The Governor's Office of Storm Recovery (GOSR) of the Housing Trust Fund Corporation (HTFC) seeks a business analyst to engage in application development for the Community Development Block Grant Disaster Recovery (CDBG-DR) program for New York State. The business analyst has the responsibility of collecting requirements, creating design documentation, testing, and assisting in the project and risk management of applications in development for GOSR. This position is required to work closely with consultants, end users, and other IT staff, providing hands-on support for current and future applications, as well as work independently on projects when necessary under the direction of Director and Assistant Director of Organizational Systems.

Responsibilities include but are not limited to:

- Document functional and technical requirements for new and existing applications
- Recommend business process improvements to increase visibility, efficiency, and improve data and process management
- Document functional design for new and existing applications
- Lead and participate in user acceptance testing of applications
- Create project plans for new projects and update project plans as the project progresses
- Provide project management support as needed throughout software development lifecycle (SDLC)
- Communicate project status and risks, and manage risks with stakeholders
- Coordinate and work closely with development staff and stakeholders
- Provide support to the Director and Assistant Director of Organizational systems

Qualifications

- Bachelor's degree

- Minimum of 2-3 years of experience with gathering and analyzing requirements or quality assurance/user acceptance testing and working with an IT systems team on system implementation projects
- Strong familiarity with project management methodologies such as Agile and Waterfall methods
- Proficient in Microsoft Office Suite, specifically Excel, Visio, MS Project; familiarity with MS Access
- Strong skills and experience with preparing workflow diagrams, use cases, activity diagrams, documenting business requirements, test plan, test scripts, training materials
- Strong understanding of business process redesign/reengineering, gap analysis, functional vs technical specifications, and change management
- Familiarity with SQL Server / Databases and Query
- Ability to create table structures with Inner and Left join in SQL
- Ability to prepare Data Migration Statements
- Experience with documenting/reviewing functional designs
- Familiarity working with SharePoint 2010 and Office 365 Platforms
- Experience in IT problem-solving and interpersonal skills requiring tact, patience, courtesy, and working effectively in a team-oriented environment.
- Ability to communicate with technical and non-technical staff
- Excellent verbal communication and writing skills

If interested:

All candidates must submit a resume to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.